

“Use unit letterhead”

**Example Memorandum of
Appointment for Lead Volunteer**

SDXX-XXX

(DATE)

MEMORANDUM FOR (Enter Lead Volunteer’s Name) .

SUBJECT: Appointment of (Enter Unit Designation), Family Readiness Group Lead Volunteer

1. This is to confirm your appointment as Lead Volunteer for (Enter Unit Designation), SDNG Family Readiness Group beginning (Enter Date).
2. Your activities as Lead Volunteer will be in compliance with Family Readiness guidance provided by your State/MACOM Family Readiness Support Assistant.
3. Your point of contact is (Enter Unit Family Readiness Representative and or Commander’s Name and Phone Numbers).

UNIT COMMANDER
Signature Block

DISTRIBUTION:

Unit Family Readiness Program File (Unit Commander’s Purple Binder)
State/MACOM Family Readiness Support Assistant
Unit Family Readiness Representative
Unit’s Family Readiness Group Lead Volunteer